



Universal Service Administrative Company
Schools & Libraries Division

CASE SR-2004-BEN-200472

Date: February 10, 2005
To: Madeline Melgen
E-Mail: mmelgen@escuelascaticas-sj.org
Entity: **200472 - COLEGIO CORAZON DE MARIA**
Fax #: [Fax: Madeline Melgen@1 787 731 0000]
Phone: 787-731-6100
Sender: Bob Leipow
Phone: 973-581-6738
Fax: 973-599-6515
E-mail: rleipow@sl.universalservice.org
Subject: Funding year 2004 Selective Review Follow-Up Questions

*** **

This FAX is a follow-up to the information Marieglorie Zapata sent to Jennifer Hung on October 15, 2004 regarding our selective review of **COLEGIO CORAZON DE MARIA**. I've taken over Jennifer Hung's responsibilities for completing this selective review. In this letter we are requesting the approved operating budget for this school. The budget that was sent is not labeled the approved operating budget.

It is important that we receive all of the information requested by the close of business February 18, 2005. If we do not receive the information by then, your application will be reviewed using the information currently on file, which could result in a reduction or denial of funding. If you need additional time to prepare your response, please let me know as soon as possible. Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

-1-

BUDGET:

- At this time, **do you have an approved operating budget** for 2004-2005? If so, please submit an operating budget for 2004-2005 showing **both revenues and expenses**, indicating where your portion of e-rate is allocated.
 - **State that it is the approved operating budget.**
 - Be sure to specify the **name of the school** to which the budget applies.
 - Please clearly specify the **time frame** that the budget covers, including a starting date and ending date (for example, July 1, 2003 - Jun 30, 2004).
 - **Writing on the actual budget, place an arrow next to each fund/budget line, on BOTH the revenue and expense side of your budget, showing where you have allocated the necessary dollars for your share of E-Rate. Please write the**

specific amount that will come from each fund/budget line. For example, if budget line A002 contains \$200,000 and \$130,000 will be used to pay your share of E-Rate, then please draw an arrow to line A002 and write "E-Rate, \$130,000."

- **Please DO NOT point to the overall total budget line. You must point to the proper individual budget line. Do this for both Expenses & Revenue(income).**
- Note: if a final, approved budget is provided, we may verify that budget with independent sources
- **If an approved budget is still not available** or in the early stages of an approval process, **we will need two items.** The first is a letter signed by a school or library official (superintendent, board president, chief business administrator). This letter should explain what phase of the approval process you are in, whether your share of funding is contingent on any outside action (e.g. voter approval, board approval, state legislation, etc.) and whether in the absence of such outside approval, you anticipate being able to meet your share of the E-RATE amount. Also make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have \$100,000 that you will be putting in your budget, make sure that that is noted in the letter. **In addition** to that letter (and in lieu of a finalized budget), we will need **one of the following** as noted below:
 - A draft budget for FY 2004-2005 showing both revenues and expenses indicating from where your portion of e-rate is coming.
 - A resolution of a governing Board authorizing the filing of a Form(s) 471 for a given dollar amount, for given services and/or products, within a given timeframe. For us to consider such a resolution sufficient evidence that your entity has provided for payment of your share of E-rate, the resolution should specify the funding year, the fiscal year, or the school year during which the payment is authorized.
 - If donations (or other dollars from any contributor) are a source, a signed commitment letter from the donor (e.g. school or library foundation) to the applicant specifying 1) the level and commitment of funds or other resources; 2) the timing of the delivery of such resources, along with a positive indication that the resources are for E-rate supported products/services or for items needed to use effectively with the discounted services. (The indication as to the use of the resources might come from the donor or be reflected in a Board resolution committing donations to E-rate related purposes.)
 - Please note: If a final, approved budget is **not** available, we require a **combination** of a letter (described above) **AND** one of the bulleted examples above. We require **both**, **not** one or the other.

Please do not hesitate to call me, should you have any questions. Thank you for your cooperation and remember that any information requested must be faxed or e-mailed within 7 calendar days from today. If you need additional time to prepare your response, please let me know as soon as possible. If you are going to send e-mail to me, please make sure that at the end of your e-mail you have your Full Name and Official Title. Please call me if you have questions at 973-581-6738

Thank you.

Bob Leipow

Selective Reviewer

Associate Manager - SLD

Phone: 1-973-581-6738

Fax: 1-973-599-6515

Email: rleipow@sl.universalservice.org



80 South Jefferson Road
Whippany, New Jersey 07981
Fax: 973-599-6515

Universal Service Administrative Company
Schools & Libraries

FAX TRANSMISSION COVER SHEET

To: Madeline Melgen
Fax: 1 787 731 0000
Subject: CASE SR-2004-BEN-200472 - COLEGIO CORAZON DE MARIA
From: PIAIntegrated
Date: February 10, 2005
Time: 9:46:45 AM

YOU SHOULD RECEIVE 4 PAGE(S), INCLUDING THIS COVER SHEET. IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL THE CONTACT SPECIFIED BELOW.

Date: February 10, 2005

To: Madeline Melgen
E-Mail: mmelgen@escuelascaticas-sj.org
Entity: **200472 – COLEGIO CORAZON DE MARIA**
Fax #: [Fax: Madeline Melgen@1 787 731 0000]
Phone: 787-731-6100

Sender: Bob Leipow

Privilege and Confidentiality Notice

The information in this telecopy is intended for the named recipients only. It may contain information that is privileged, confidential or otherwise protected from disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this telecopied material is strictly prohibited. If you have received the telecopy in error, please notify us by telephone immediately and mail the original to us at the above address. Thank you.

Phone: 973-581-6738

Fax: 973-599-6515

E-mail: rleipow@sl.universalservice.org

Subject: Funding year 2004 Selective Review Follow-Up Questions

This FAX is a follow-up to the information Marieglorie Zapata sent to Jennifer Hung on October 15, 2004 regarding our selective review of **COLEGIO CORAZON DE MARIA**. I've taken over Jennifer Hung's responsibilities for completing this selective review. In this letter we are requesting the approved operating budget for this school. The budget that was sent is not labeled the approved operating budget.

It is important that we receive all of the information requested by the close of business February 18, 2005. If we do not receive the information by then, your application will be reviewed using the information currently on file, which could result in a reduction or denial of funding. If you need additional time to prepare your response, please let me know as soon as possible. Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

Please refer to the attached document.

C.C.C.A.S.J.



**Consorcio Colegios Católicos
Arquidiócesis de San Juan**

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140
Teléfono (787) 731-6100 Fax (787) 731-0000

**TO: Bob Leipow
Selective Reviewer
Associate Manager - SLD
Fax 1-973-599-6515**

**FROM: Marieglorie Zapata
E-Rate Administrative Assistant**

DATE: February 23, 2005

**RE: COLEGIO CORAZON DE MARIA
CASE SR-2004-BEN 200472**

PAGES: 7

Attached is the requested information.

mza

"Sirviendo a los Colegios Católicos de San Juan"

10**COL. CORAZON DE MARIA** Final

380 <- MATRICULATION EXPECTED

FISCAL YEAR 2004-2005

APPROVED OPERATING BUDGET-FROM 7-1-04 TO 6-30-05

ACCT NO.	DESCRIPTION	BUDGET 2003-2004	BUDGET 2004-2005	COMMENTS
	INCOME			
	TUITION			
	PRE-KINDER & KINDER			
	Students 7-1 X \$165 X 10	139,500	117,150	
	1st to 8th GRADE			
	Students X \$ X	439,834	502,125	FROM 1-4 PAYS \$160 & FROM 5-8 PAYS \$165
		0	0	
		0	0	
3100	TOTAL TUITION	594,834	619,275	
3110	LATE CHARGES	7,000	7,000	LAST YEAR EXPERIENCE
3120	SUPERVISED STUDIES /	28,000	28,000	LAST YEAR EXPERIENCE
	MATRICULATION			
	PK-4 students 255 X \$ 110	26,000	28,050	
	5-8 students 125 X \$ 135	16,250	16,875	
3200	TOTAL MATRICULATION	42,250	44,925	* E-rate income \$ 3,854.30
	MAINTENANCE FUND			
	2004 OLD families X \$	0	0	
	2005 NEW families 260 X \$ 150	37,100	39,000	
3201	TOTAL MAINTENANCE FUND	37,100	39,000	
3413	GUIDANCE TESTING QUOTA	0	5,562	\$18 FROM 1ST. TO EIGHT GRADE
3441	SUPERINTENDENT OFFICE FEE	0	0	
3442	ARZOBISPADO SUPPORT FEE	0	0	
3454	FIRST COMMUNION FEE	0	0	
3510	CAFETERIA INCOME	7,000	7,000	LAST YEAR EXPERIENCE
3531	CHOCOLATE SALES	0	0	
3551	SUMMER CLASSES	0	0	
3561	GRADUATION QUOTA	3,000	3,000	K -\$40 & 8th -\$60
3564	COMPUTER CLASS LAB.	0	0	
3565	DONATIONS	0	0	
3571	SPORTS DEPT. INCOME	0	0	
3605	BOOKSTORE / UNIFORM SALES	13,000	13,000	LAST YEAR EXPERIENCE

3710	RENTAL OF FACILITIES	0	0	
3711	CAFETERIA CONCESSION INCOME	0	0	
3712	VENDING MACHINES	0	600	BASED ON ACTUAL EXPERIENCE
3715	LIBRARY PHOTOCOPIES	0	0	
3720	COMMISSION ON SALE OF TEXTBOOKS	0	0	CREDIT IN BOOKS FOR THE LIBRARY
3735	ENTRANCE EXAMINATION	0	0	
3752	INCOME FROM ACTIVITIES	10,000	0	NONE
3760	COMMISSION - PORTRAIT PHOTO	1,500	1,500	LAST YEAR EXPERIENCE
3765	TRANSCRIPTION INCOME	50	50	LAST YEAR EXPERIENCE
3780	MISCELLANEOUS INCOME	100	100	LAST YEAR EXPERIENCE
3810	CHECKING ACCOUNT INTEREST	1,050	1,050	LAST YEAR EXPERIENCE
3820	SAVINGS ACCOUNT INTEREST	0	0	
3830	C/D INTEREST	0	0	
3840	INVESTMENTS INTEREST INCOME	0	0	
TOTAL INCOME		744,884	770,062	

EXPENSES**ADM. SALARIES & FRINGES**

4101	SALARIES	56,564	61,500	SEE PAYROLL W/P - INC. REL. & SEC.
4102	SOCIAL SECURITY TAX	4,327	4,705	7.65% OF SALARY
4104	PENSION FUND PLAN	2,263	2,460	4% OF SALARY
4106	XMAS BONUS	1,131	1,230	2% OF SALARY
4108	ATTENDANCE BONUS	0	0	N/A
4109	SINOT	124	136	.22% OF SALARY
4110	HEALTH INSURANCE	6,000	8,700	\$72.50 MONTHLY EMPLOYER CONTRIBUTION
4115	STATE INSURANCE FUND	537	584	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4118	LIFE INSURANCE	0	0	N/A
TOTAL ADM. SAL. & FRINGES		70,946	79,315	
INSTRUCTIONAL SAL. & FRINGES				
4201	SALARIES	377,784	399,384	SEE PAYROLL WORKING PAPERS (REL. INCL.)
4202	SOCIAL SECURITY TAX	28,900	30,553	7.65% OF SALARY
4204	PENSION FUND PLAN	15,111	15,975	4% OF SALARY
4206	XMAS BONUS	7,556	7,987	2% OF SALARY
4208	ATTENDANCE BONUS	2,000	2,000	\$50 PER SEMESTER
4209	SINOT	831	878	.22% OF SALARY
4210	HEALTH INSURANCE	7,000	10,240	\$72.50 MONTHLY EMPLOYER CONTRIBUTION
4215	STATE INSURANCE FUND	3,589	3,794	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4218	LIFE INSURANCE	0	0	N/A
TOTAL INST. SAL. & FRINGES		442,771	470,811	

ADMINISTRATIVE EXPENSES				
4301	RELIGIOUS SALARIES	10,000	6,000	
4303	E-RATE EXPENSES	10,000	10,000	INTERNET ACCESS
4304	LEGAL FEES	780	760	380 STUDENTS X \$2
4305	OFFICE SUPPLIES	3,000	2,000	LAST YEAR EXPERIENCE ACTUAL
4306	POSTAGE	500	500	LAST YEAR EXPERIENCE
4307	COMPUTER SUPPLIES EXPENSE	1,000	1,000	
4308	PUBLIC RELATIONS	100	100	MINIMUM
4309	ADVERTISING	1,000	1,000	LAST YEAR EXPERIENCE
4310	SEMINARS & CONVENTIONS	3,000	3,000	POSSIBLE NCEA CONVENTION
4311	AUDITORS FEE	2,850	2,850	LAST YEAR EXPERIENCE ACTUAL
4312	CAR ALLOWANCE	2,400	2,400	MRS. CANDIDA QUINTERO ONLY
4313	TRAVEL & PER DIEMS	0	150	
4314	TEMPORARY SERVICES	500	500	MINIMUM
4316	MEMBERSHIPS & SUBSCRIPTIONS	0	0	
4319	COOPERATIVE EXAM EXPENSE	0	0	
4320	EMPLOYEE RELATIONS	800	800	
4330	CONSULTING SERVICES	0	1,559	BASED ON ACTUAL EXPERIENCE-ARCHITECT
4340	OTHER ADMINISTRATIVE EXPENSES	200	200	MINIMUM
TOTAL ADMINISTRATIVE EXPENSES		36,130	32,819	
INSTRUCTIONAL EXPENSES				
4412	SEMINARS & CONVENTIONS	0	0	
4415	TRAVEL & PER DIEMS	0	0	
4418	CAFETERIA EXPENSES	500	500	LAST YEAR EXPERIENCE
4419	VENDING MACHINE EXPENSE	0	0	
4421	MIDDLE STATES EXPENSE	1,000	500	ANNUAL FEE
4424	GENERAL COUNCIL CERTIFICATION	250	250	
4428	FACULTY MEMBERSHIP & SUBSC.	100	100	LAST YEAR EXPERIENCE
4430	GRADUATION EXPENSES	1,500	1,500	LAST YEAR EXPERIENCE
4434	TEMPORARY SERVICES	500	2,000	TWO MATERNITIES
4436	PROFESSIONAL READINGS	0	0	
4438	FACULTY ADDITIONAL DUTIES	18,350	30,000	SEE ACCT. #4468
4439	FACULTY OTHER EXPENSES	100	100	MINIMUM
4440	INSTRUCTIONAL SUPPLIES	600	900	LAST YEAR EXPERIENCE ACTUAL
4442	LIBRARY SUPPLIES	0	0	
4444	AUDIOVISUAL SUPP. & ACCESS.	0	0	
4448	STUDENT SCHOLARSHIPS	12,000	12,000	CHILDREN OF EMPLOYEES
4450	SPORTS DEPT. EXPENSES	600	1,500	LAST YEAR EXPERIENCE ACTUAL
4452	ATHLETIC MATERIALS & SUPPLIES	500	500	LAST YEAR EXPERIENCE
4454	BOOKSTORE / UNIFORMS EXPENSE	4,000	3,000	LAST YEAR EXPERIENCE ACTUAL

* E-rate expense \$3856.30

4456	REFEREES EXPENSES	0	500	
4462	COACHING EXPENSES	0	0	INCLUDED IN PAYROLL
4464	ACADEMIC DEPARTMENTAL EXP.	600	1,200	INCLUDES ALL DEPARTMENTS
4467	GUIDANCE TESTING SERVICES	5,200	4,000	LAST YEAR EXPERIENCE ACTUAL
4468	SUPERVISED STUDIES/ EXP	12,000	0	SEE ACCT. #4438
4470	ACADEMIC AWARDS	200	200	MINIMUM
4472	INFIRMARY SUPPLIES	100	100	MINIMUM
4476	STUDENT INSURANCE	3,120	1,900	380 STUDENTS x \$5
4480	COMPUTERS CLASS LABORATORY	0	0	CONTRACT ELIMINATED
4490	OTHER INSTRUCTIONAL EXPENSES	100	100	LAST YEAR EXPERIENCE
TOTAL INSTRUCTIONAL EXPENSES		61,320	60,850	

OTHER EXPENSES				
4510	SUPERINTENDENT OFFICE FEE	2,730	3,420	380 STUDENTS X \$9
4512	ARZOBI SPADO FEE	2,340	1,900	380 STUDENTS X \$5
4514	FINANCE DEPT. MANAGEMENT FEE	8,400	8,400	\$700 X 12 MONTHS
4516	BANK CHARGES	200	1,500	BASED ON ACTUAL EXPERIENCE
4518	CASH OVER & SHORT	0	0	
4520	SECURITY GUARDS	8,641	6,600	FROM 10am TO 3pm
4522	DONATIONS	0	150	BASED ON ACTUAL EXPERIENCE
4526	PHOTOCOPY EQUIPMENT MAINT.	5,000	2,000	LAST YEAR EXPERIENCE ACTUAL
4528	PHOTOCOPY EQUIPMENT SUPPLIES	1,500	1,000	LAST YEAR EXPERIENCE ACTUAL
4530	CLEANING SERVICE CONTRACT	0	0	
4532	CLEANING SUPPLIES	1,500	1,500	LAST YEAR EXPERIENCE
4534	GARBAGE REMOVAL	2,000	2,000	EL COQUI WASTE
4536	EXTERMINATING	100	100	LAST YEAR EXPERIENCE
4538	WATER & SEWER SERVICE	5,000	5,000	LAST YEAR EXPERIENCE
4539	ELECTRICITY	15,000	15,000	LAST YEAR EXPERIENCE
4540	TELEPHONE & FAX	5,000	5,000	LAST YEAR EXPERIENCE
4544	REPAIRS & MAINT. A/C	500	500	LAST YEAR EXPERIENCE
4548	REPAIRS & MAINT. OTHERS	15,000	12,000	
4550	R/M CONTRACTED SERV. COMPUTERS	700	700	
4552	INSURANCE POLICIES	6,204	4,500	PROPERTY & RESPONSIBILITY INSURANCE
4554	RENT EXPENSE	0	0	
4560	INTEREST EXPENSE ON LOANS	0	1,300	
4570	MISCELLANEOUS EXPENSES	0	400	
4590	DEPRECIATION EXPENSE	48,000	51,400	BASED ON JULY 2003 CLOSING ENTRIES
TOTAL OTHER EXPENSES		127,815	124,370	
EXPENSES GRAND TOTAL		738,982	768,165	

TOTAL GAIN OR (LOSS)	\$ 5,902	\$ 1,897
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THIS BUDGET IS PREPARED BASED ON LAST YEAR EXPERIENCE AND THE CURRENT EXPERIENCE UP TO APRIL 30, 2004.

LIST OF PURCHASES AND IMPROVEMENTS		NOTES ON BUDGET
1	MESAS Y SILLAS PARA PK	1. Se consideró el aumento de salarios propuesto. 2. El bono de navidad es un 2% sin límite. 3. La aportación patronal al plan médico individual es de un 50%.
2	CAMBIAR "GYPSUM BOARD" EN COMEDOR ESCOLAR	
3	CORREGIR PROBLEMAS DE DESAGÜE DEL TECHO DE LA CANCHA	
4	DOS COMPUTADORAS NUEVAS	
5	MESAS DE K. A 3RO. PARA TELEVISORES (F.F.)	
6	CAMBIAR PUERTA DE TOLA DE LA CANCHA	
7	REPONER ACUSTICOS	
8	REJAS	
9		
10	ojo: F.F. = fondos federales	

Preparado por:

Fecha:

Revisado por:

Fecha:

Alfonso F. Fitch

6-11-04

María del Carmen

6-14-04



Superintendencia de Escuelas Católicas
Arquidiócesis de San Juan

October 7, 2004

Selective Reviewer
Universal Service Administrative Company
School & Libraries Division

To Whom It May Concern:

Within the Superintendence of Catholic Schools of the Archdiocese of San Juan, exist a group of schools directly administered by our office. This group of schools is united under a consortium known as "Colegios Arquidiocesanos de San Juan".

Some of the budgets presented by these schools reflect an operational deficit in their net income. Nevertheless, these schools' financial stability is backed up by the consortium as a whole.

If you need any additional information, please feel free to contact us at your convenience.

Sincerely,

María S. Colón de Marxuach
Superintendent of Catholic Schools

José Luis Pizá
Financial Director

mza

TRANSMISSION VERIFICATION REPORT

TIME : 02/23/2005 00:09
NAME : SUPERINTENDENCIA
FAX : 7877310000
TEL : 7877316100

DATE, TIME
FAX NO. /NAME
DURATION
PAGE(S)

02/23 00:07
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C.C.C.A.S.J.



**Consorcio Colegios Católicos
Arquidiócesis de San Juan**

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140
Teléfono (787) 731-6100 Fax (787) 731-0000

TO:

**Bob Leipow
Selective Reviewer
Associate Manager - SLD
Fax 1-973-599-6515**

FROM:

**Marieglorie Zapata
E-Rate Administrative Assistant**

DATE:

February 23, 2005

RE:

**COLEGIO CORAZON DE MARIA
CASE SR-2004-BEN 200472**

PAGES:

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FUNDING COMMITMENT DECISION LETTER

(Funding Year 2004: 07/01/2004 - 06/30/2005)

May 10, 2005

Madeline Melgen Ed D
Colegio Corazon de Maria
Road 177 Building 2021
Camino Alejandrino
Guaynabo, PR 00969-5140

Re: Form 471 Application Number: 408830
Funding Year 2004: 07/01/2004 - 06/30/2005
Billed Entity Number: 200472
Applicant's Form Identifier: IC200472

Thank you for your Funding Year 2004 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

- The amount, \$2,901.40 is "Denied."

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

The Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

NEXT STEPS

- Review technology planning approval requirements
- Review CIPA Requirements
- File Form 486
- Invoice the SLD using the Form 474 (service providers) or Form 472 (Billed Entity)

FUNDING COMMITMENT REPORT

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (FRNs) from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) after you file your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that provides a definition for each line of the Report.

TO APPEAL THIS DECISION:

If you wish to appeal the decision indicated in this letter, your appeal must be received by the SLD or postmarked withing 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Funding Commitment Decision(s) you are appealing. Indicate the relevant funding year and the date

of the FCDL. Your letter of appeal must also include the Billed Entity Name, the Form 471 Application Number, and the Billed Entity Number from the top of your letter.

3. When explaining your appeal, copy the language or text from the Funding Commitment Report that is at the heart of your appeal, to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We encourage the use of either the e-mail or fax filing options.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, sent to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options.

NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake periodically to assure that funds that have been committed are being used in accordance with all such requirements. The SLD may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by the SLD, the applicant, or the service provider. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division
Universal Service Administrative Company

A GUIDE TO THE FUNDING COMMITMENT REPORT

A report for each E-rate funding request from your application is attached to this letter. We are providing the following definitions for the items in that report.

FORM 471 APPLICATION NUMBER: The unique identifier assigned to a Form 471 application by the SLD.

FUNDING REQUEST NUMBER (FRN): A Funding Request Number is assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual funding requests submitted on a Form 471.

FUNDING STATUS: Each FRN will have one of the following definitions:

1. An FRN that is "Funded" is approved at the level that the SLD determined is appropriate for this FRN. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds were committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connection requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.

SERVICES ORDERED: The type of service ordered from the service provider, as shown on your Form 471.

SPIN (Service Provider Identification Number): A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

SERVICE PROVIDER NAME: The legal name of the service provider.

CONTRACT NUMBER: The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on your Form 471.

BILLING ACCOUNT NUMBER: The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on your Form 471.

SERVICE START DATE: The date services were reported to start for this FRN on your Form 471.

CONTRACT EXPIRATION DATE: The date the contract expires. This will be present only if a contract expiration date was provided on your Form 471.

SITE IDENTIFIER: The Entity Number listed in Form 471, Block 5, Item 22a. This will be present only for "site specific" FRNs.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES: Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service approved for the funding year.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES: Annual eligible non-recurring charges approved for the funding year.

PRE-DISCOUNT AMOUNT: Amount in Form 471, Block 5, Item 23I, as determined through the application review process.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: The discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse your service provider for the approved discounts for this service for this funding year. It is important that you and your service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry provides an explanation of the amount in the "Funding Commitment Decision."

FUNDING COMMITMENT REPORT

Form 471 Application Number: 408830
Funding Request Number: 1120546 Funding Status: Not Funded
Services Ordered: Internal Connections
SPIN: 143022659 Service Provider Name: A New Vision in Educational Serv
Contract Number: ONE TIME
Billing Account Number: 200472
Service Start Date: 07/01/2004
Contract Expiration Date: 06/30/2005
Site Identifier: 200472
Annual Pre-discount Amount for Eligible Recurring Charges: \$.00
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$14,507.00
Pre-discount Amount: \$14,507.00
Discount Percentage Approved by the SLD: N/A
Funding Commitment Decision: \$0.00 - Srvc/Discnt will NOT be funded
Funding Commitment Decision Explanation: The site-specific discount was corrected.
Given demand, the funding cap will not provide for Internal Connections at your
approved discount level to be funded. Please see www.sl.universalservice.org for
further details.

USAC

Schools and Libraries Division
Box 125 - Correspondence Unit
80 South Jefferson Road
Whippany, New Jersey 07981

TIME SENSITIVE MATERIAL

01016
Madeline Melgen Ed D
Colegio Corazon de Maria
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Camino Alejandro
Guaynabo, PR 00969-5140
|||||||

IMPORTANT REMINDERS & DEADLINES

Date: May 10, 2005
471 : 408830
BEN : 200472

The following information is provided to assist you throughout the application process. We recommend that you keep it in an easily accessible location and that you share it with the appropriate members of your organization.

FORM 486 DEADLINE - The Form 486 must be postmarked no later than 120 days after the Service Start Date you report on the Form 486 or no later than 120 days after the date of the Funding Commitment Decision Letter, whichever is later. If you are required to have a Technology Plan, that plan must be approved by the start of service for this funding year, you must indicate the SLD Certified Technology Approver who approved your plan and you must retain your approval letter and documentation of your monitoring of the progress toward your stated goals.

CHILDREN'S INTERNET PROTECTION ACT (CIPA) - You must be in compliance with CIPA and cannot request a waiver, if FY2004 is your Third Funding Year for the purposes of CIPA.

INVOICE DEADLINE - Invoices must be postmarked no later than 120 days after the last date to receive service - including extensions - or 120 days after the date of the Form 486 Notification Letter, whichever is later. Invoices should not be submitted until the invoiced products and services have been delivered and billed, and (for BEAR Forms) the provider has been paid.

OBLIGATION TO PAY NON-DISCOUNT PORTION - Applicants are required to pay the non-discount portion of the cost of the products and/or services. Service providers are required to bill applicants for the non-discount portion. The FCC has stated that requiring applicants to pay their share ensures efficiency and accountability in the program. If you are using a trade-in as part of your non-discount portion, please refer to the SLD web site.

RETAIN DOCUMENTATION - Applicants must retain documentation, including but not limited to, documents showing:

- compliance with all applicable competitive bidding requirements,
- products and/or services delivered (e.g., customer bills detailing make, model and serial number),
- resources necessary to make effective use of E-rate discounts, including the purchase of equipment such as workstations not eligible for support,
- the specific location of each item of E-rate funded equipment, and
- the applicant has paid the non-discount portion.

These documents must be retained and available for review for 5 years.

SUSPENSION AND DEBARMENT - Persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries Support Mechanism are subject to suspension and debarment from the program.

FREE SERVICES ADVISORY - Applicants and service providers are prohibited from using the Schools and Libraries Support Mechanism to subsidize the procurement of ineligible or unrequested products and services, or from participating in arrangements that have the effect of providing a discount level to applicants greater than that to which applicants are entitled.

Complete program information - including more information on these reminders - is posted to the Schools and Libraries Division (SLD) web site at www.sl.universalservice.org. You may also contact the SLD Client Service Bureau by e-mail using the "Submit a Question" link on the SLD web site, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.